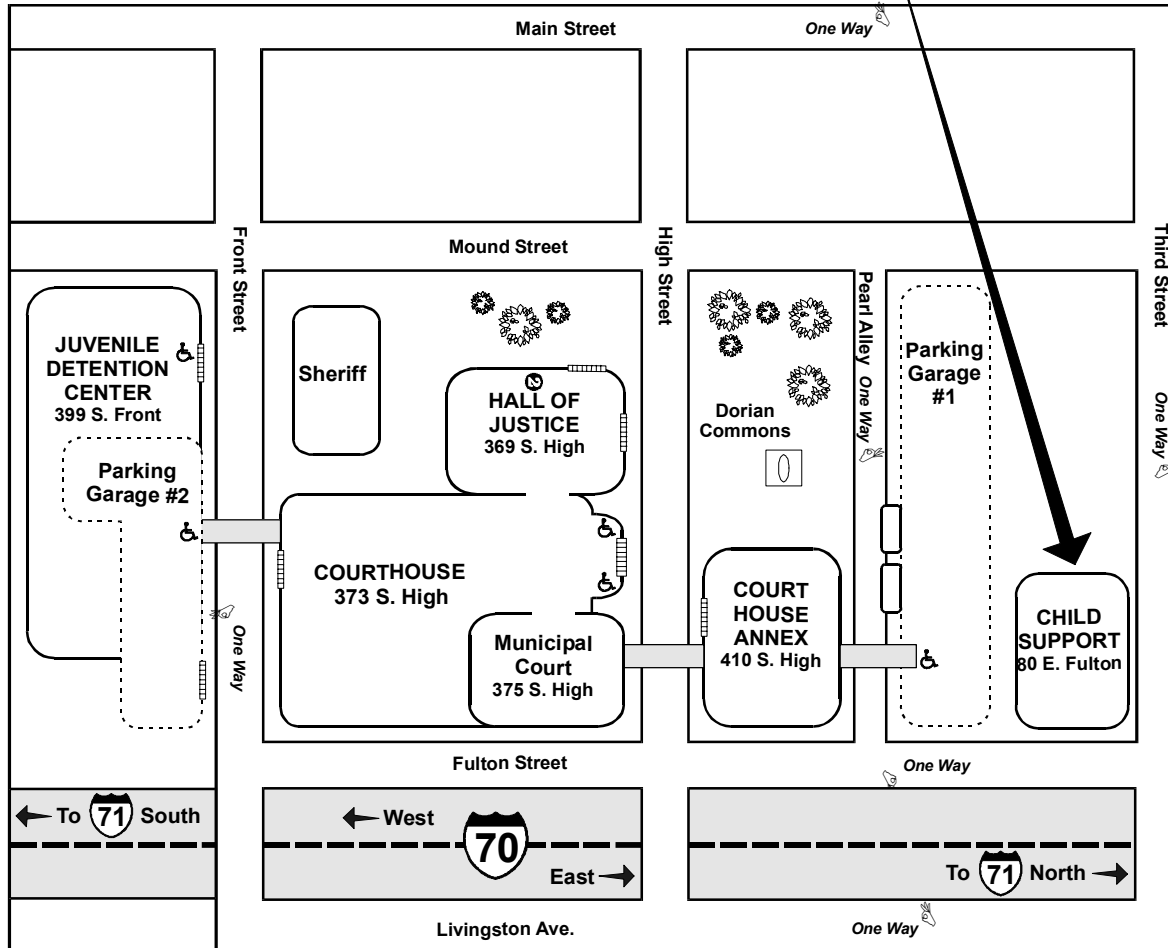




Map of Downtown Area Child Support Enforcement



IMPORTANT INFORMATION REGARDING YOUR SCHEDULED ADMINISTRATIVE HEARING



CSEA-PAM-10 (Rev. 4-2001)



FRANKLIN COUNTY COMMISSIONERS

MARY JO KILROY • DEWEY R. STOKES • PAULA BROOKS

The Franklin County
Child Support Enforcement Agency
80 East Fulton Street
Columbus, Ohio 43215-5147

Your case has been scheduled for an administrative hearing.

By law, the Franklin County Child Support Enforcement Agency (CSEA) is responsible for conducting a variety of administrative hearings. These hearings consist of set-support hearings, mistake-of-fact hearings, administrative adjustment review (or modification) hearings and termination of support order hearings. These hearings are conducted by CSEA administrative hearing officers, all of whom are attorneys.

Where are these administrative hearings held?

All hearings are conducted in the CSEA offices located at 80 East Fulton Street in downtown Columbus. When you arrive at the agency on the day of your hearing, please check in immediately at our first floor reception desk.

Must I attend this administrative hearing?

If you are a party to the case, you must attend the scheduled hearing. If you cannot come to the CSEA office on the date of your hearing, a telephone conference may be arranged. Please notify us if you wish to arrange for such a conference.

Do I need to bring an attorney with me to this hearing?

Either party may bring an attorney or representative with them to this hearing. However, agency hearings are not adversarial and are not structured in such fashion as to make the presence of an attorney necessary for either party.

How long will my hearing last?

Your administrative hearing should last from 30 to 60 minutes. Please make every effort to be on

time for your hearing so that other scheduled hearings, or your own for that matter, will not be delayed.

What paperwork, if any, do I need to bring to this hearing?

We advise that you bring along any documentation that may help in presenting your case to our hearing officer.

Exactly what happens on the day of my hearing?

When you arrive at the agency, both you and the other party to the case will be asked to check in with our front desk. If both parties are not present at the scheduled time of the hearing, our hearing officer will wait up to 15 minutes before starting the hearing to allow both parties to appear. If either party fails to check in at our front desk upon arrival at the agency, you may find yourself waiting unnecessarily for your hearing to commence.

If only one party appears for the hearing, the hearing officer will hold the hearing. If neither party appears, the hearing officer may still write a decision or issue an order. It is in your best interest to come to the hearing.

How is this administrative hearing conducted?

Your hearing will be conducted by one of our agency hearing officers. The hearing officer is a neutral party who will listen to both sides of the issue. The party who has requested the hearing will be given the opportunity to speak to their issue first. After the initiating party has stated their issue, the other party will be given the opportunity to respond. The hearing officer will ask questions to clarify the issues. Only issues that concern the reason for the hearing will be addressed during the hearing.

What happens after the hearing is concluded?

Following completion of your scheduled hearing, our hearing officer will consider the information which has been presented, write a decision and have it mailed to you. Ethically, the hearing officer cannot discuss your case with you outside of the hearing until after the decision has been written and mailed out to you.

What can be done if I don't agree with the hearing officer's decision?

If you do not agree with the hearing officer's decision, you can object and ask for a court hearing. To object to a support hearing decision that sets a new child support order, you must go to the Court Liaison's Office on the 3rd floor at 373 South High Street where you can get a fill-in-the-blank complaint. Or, you can hire an attorney to file the complaint for you. For all other administrative hearings, an objection form is included with the decision. This form will tell you how much time you have to object. It is important that you return your objection form within the time frame stated, otherwise, your objection will be denied.

Can I reschedule my administrative hearing?

The rescheduling of hearings is approved on a very limited basis. If you have a question about rescheduling your hearing, please call the agency and ask to speak with the hearing officer who was listed on your scheduling notice. In any event, the rescheduling of a hearing will only occur once.

A map of the downtown area appears on the reverse side of this pamphlet.